

MICHIGAN SCHOOL OF COSMETOLOGY LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a cosmetology school license.)

APPLICATION AND FEES

- ☐ Online Application for a Cosmetology School License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
Cosmetology School \$300.00
Limited Electrology School \$300.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Certify all licensure requirements have been fulfilled except for the inspection pursuant to MCL 339.1205(1)(2), of the Occupational Code, Act 299 of 1980.
- ☐ Provide the days and hours of operation of the cosmetology school.
- ☐ Provide date in which premises will be ready for inspection.
- ☐ Certify that the school of cosmetology shall maintain a course of practical training and technical instruction, as outlined in the various curricula set forth in rules promulgated by the director, equal to the requirements for prelicensure training under Article 12 of the Occupational Code, Act 299 of 1980. The department may issue a limited school of cosmetology license to a school teaching only electrology.
- ☐ Submit a drawing or diagram that indicates the premises to be licensed, showing that the premises are fully partitioned from any other activity, business, or dwelling. The location of required equipment and facilities shall also be shown on the diagram.
- ☐ Provisions will need to be made for the school to be under the daily supervision of a licensed instructor who has at least 3-years' experience in all services of cosmetology being taught in the school. Unless the school is teaching only electrology then the daily supervision of the school shall be provided by an electrology instructor and the curriculum offered, and equipment and facilities required shall be only those required for the teaching of electrology.
- ☐ Provide a copy of the cash or surety bond of \$10,000.00 in favor of the people of this state for the use and benefit of students and conditioned upon the faithful performance and satisfaction of the contractual rights of students.
- ☐ Indicate if an ownership or location change. The transfer of ownership or location of a school of cosmetology voids the license. The filing of a new license application is a predicate to the change in ownership or location of a school.

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- ☐ Business is not permitted to be conducted in the cosmetology school until after an inspection has occurred and the license has been issued.

ADDITIONAL REQUIREMENTS FOR SCHOOLS IN-REGARDS TO NEW AND TRANSFER STUDENTS

- ☐ Online Application for Student Registration or Transfer – Can be completed by visiting www.michigan.gov/miplus
- ☐ Student Registration or Transfer Fee: \$15.00 (Must be paid by credit or debit card)
- ☐ Require that a student be in attendance not more than 7 hours per day or not more than 40 hours per week.
- ☐ Keep a daily record of attendance of each student, a copy of which shall be submitted to the department monthly at www.michigan.gov/miplus. Establish grades and require a student to pass an examination before certifying to the department that an individual has completed training.
- ☐ Permit a cosmetology student to practice on the public only after completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours. A student in a natural hair cultivation, manicuring, skin care, or electrology curriculum may practice on the public only after completing at least 1/4 of the hours required by the applicable curriculum, including both theory and practical hours.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Cosmetology School Renewal – Can be completed by visiting www.michigan.gov/miplus
- ☐ Renewal Application Fee: \$200.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- ☐ Renewal Cycle 2 years
- ☐ Accept Renewal Attestation

HELPFUL RESOURCES AND FORMS

- ☐ By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources and forms:

Resources:

- ☐ Occupational Code
- ☐ Administrative Rules for Cosmetology
- ☐ Cosmetology School Inspection Requirements

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